



How to Customize an NRCS Career Planner

For States, Divisions, & Centers

At the top of an unlocked career planner, click the **Add State-Specific Information** button.

You will be taken to a page that provides the following two buttons. The button on the left has one function (A) and the button on the right has two functions (B and C).

A Add Tools and/or Resources to an Existing Task

B
Add State-Specific Task / Import Previously
Added State-Specific Tasks
C

If it's yellow, it's for you!

Within a career planner, a yellow box always indicates a field where you can type in text or select an option from a drop-down menu.

A **Add Tools and/or Resources to an Existing Task** – Use this function to add tool(s) and/or resource(s) to an existing national task.

- Step 1:** Select the competency, group, subgroup, and task, in this order, associated with the tool(s) and/or resource(s) from the first four drop-down menus in the yellow boxes.
- Step 2:** Type in the tool(s) and/or resource(s) associated with the task in the appropriate yellow boxes (see the *Tools & Resources* page for examples).
- Step 3:** Select the state associated with the task from the drop-down menu.
- Note:** Up to ten (10) areas/teams are available for each state and are included in the *Select the State* drop-down.
- Step 4:** Click the blue **Add Tools and/or Resources to an Existing Task** button under the table to add the tool(s) and/or resource(s) to the career planner.

Enter State-Specific Tools and/or Resources								
Step 1	Select the Competency							
	Select the Group							
	Select the Subgroup							
	Select the Task							
Step 2	Type in Tools for the Task							
	Type in Resources for the Task							
Step 3	Select the State							

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Add Tools and/or Resources to an Existing Task

}

Step 4

B Add State-Specific Task – Use this function to add a task that is specific to a state.

- Step 1:** Select the competency, group, and subgroup, in this order, associated with the task from the first three drop-down menus in the yellow boxes.
- Step 2:** Type in the new task as well as any tool(s) and/or resource(s) associated with the task in the appropriate yellow box (see the *Tools & Resources* page within the career planner for examples).
- Note:** Tools and resources do not align with grade levels.
- Step 3:** Select target proficiency level ratings for each GS level from the drop-down menus. Reference the *Key Definitions & Target Ratings* page to review the proficiency scale and proficiency level definitions and select the proficiency level needed to successfully perform the task at each GS level.
- Step 4:** Select the state associated with the task from the last drop-down menu.
- Note:** Up to ten (10) areas/teams are available for each state and are included in the *Select the State* drop-down.
- Step 5:** Click the **Submit New Task** button at the bottom of the page to add the task to the career planner.

Enter New Task				
Step 1	Select the Competency			
	Select the Group			
	Select the Subgroup			
Step 2	Type in the New Task			
	Type in Tools for the Task			
	Type in Resources for the Task			
Step 3	Select the Target Proficiency Ratings for the Task at Each Grade Level	GS-12	GS-13	GS-14
Step 4	Select the State			

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Submit New Task

Add Established Tasks to Career Planner

Step 5

C Import Previously Added State-Specific Tasks – Use this function to import state-specific tasks from a previous career planner.

- Step 1:** Open the previous version of the planner with additional tasks, as well as the new version of the planner with only national level tasks.
- Step 2:** On the PREVIOUS version of your planner, click the button labeled **Add Established Tasks to Career Planner**.
- Step 3:** Navigate to this same page on the NEW version of the planner and click the button labeled **Update New Career Planner**.

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